

1. The Vendor Visit and Briefing Agreement forms part of the read-ahead packet for visits and demonstrations. Prior to processing, the Sponsor Lead provides the vendor with the information in bold italics.
2. The vendor submits the agreement on company letterhead with a maximum length of two pages. The instructions in italics must be followed.

VENDOR VISIT DATA SHEET

1. Purpose. *(In this section, the Vendor must detail the purpose of their visit and provide the visit's date and time, whether tentative or confirmed.)*
2. Contract Information. *(In this section, the Vendor must list all contracts their company currently holds with the National Guard Bureau and a short description of contract services, to include dollar value and the offices or directorates supported by the contract(s). If there are none, the contractor must state there is no current contractual relationship between their company and the National Guard Bureau.)*
3. Additional Information on Company Visit. *(In this section, the Vendor must detail presentation topics without exceeding the maximum of two pages. The Vendor must clearly state how their product or service supports the National Guard Bureau mission, priorities, and requirements. If the Vendor does not have a specific presentation topic, they must provide a synopsis of their company's core competencies and business base and how they relate to the National Guard Bureau mission, priorities, and requirements.)*

MAXIMUM TWO PAGES